

Job Title:

Production Assistant

Reports To:

Associate Winemaker

Position Summary:

The Production Assistant for winemaking assists the daily operations through planning and administration of winemaker directives. The production assistant partners with laboratory work and bottling when needed.

Essential Duties and Responsibilities:

- Assist with the day-to-day production at our Graton facility (and Olivet location at harvest) with the goal to increase efficiencies.
- Schedule bulk trucking/create BOLs as needed for interplant and outbound wine movement
- Create and provide complete and accurate work orders to the stainless and barrel departments
- Interface with bottling to ensure timely wine delivery
- Interface with compliance to ensure Workorder entry is clear and precise
- Generate work orders, labels, and purchase orders in NAV/Vintegrate (Microsoft Navision) for all winemaking additives
- Maintain Bioterrorism Act records for additives
- Maintain adequate bulk wine inventories for stainless and barrel departments
- Assist with monitoring yeast fermentations as needed
- Assist with preparing malo-lactic cultures as needed
- Assist with sample preparation for internal and external clients as needed, as well as communication of lab analysis to clients as needed
- Disseminate records to key stake holders (for example Weight Tags and Field Tags) accurately and efficiently
- Other duties as requested by the Associate or Head Winemaker

Qualifications:

- High level of organization
- Basic understanding of winery production
- Ability to communicate effectively and professionally
- Strong computer skills, including Excel, Word, Outlook, NAV/Vintegrate
- Excellent attention to detail and organizational skills
- Ability to work overtime when required
- Self-starter and ability to look for areas to improve processes
- Ability to “multi-task” and handle various duties within a work schedule and prioritize with deadlines in mind
- Ability to occasionally lift, push, pull up to 40lbs

Physical Demands:

Stand	O	Lift/Carry	O
Walk	O	10 lbs or Less	O
Sit	F	11 – 20 lbs	R

Handling/Grasping (repetitive motions)	O	21 – 50 lbs	R
Reaching Above Shoulder	R	51 – 100 lbs	N
Reaching Outward	R	Over 100 lbs	N
Climb	R	Push/Pull	R
Crawl	R	12 lbs or Less	R
Squat or Kneel	R	13 – 25 lbs	R
Bend	R	26 – 40 lbs	O
Working at the computer	C	41 – 100 lbs	N
Driving	O	Near Vision (closer than arm’s length)	C
Respirator Use	N	Far Vision (farther than arm’s length)	O
Other Personal Protective Equipment Use	N	Color Vision	F

Legend:

N (Not Applicable)	Activity is not applicable to this occupation.
R (Rarely)	Occupation requires this activity several times a month (not daily)
O (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5hrs/day)
F (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5 hrs/day)
C (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities. Other tasks may be assigned as needed.

Reasonable Accommodations Statement:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.